

 Policy #: E-4	Effective Date: 2/8/95	Page #: 1 of 1
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COMPONENT: EDUCATION

SUBJECT: PERSONAL PROPERTY

PERFORMANCE OBJECTIVE: Personal property of staff and volunteers must be safeguarded in a manner to protect access to potentially dangerous materials, (such as medications), and to discourage theft.

OPERATIONAL PROCEDURE:

Center staff is responsible for placing their own personal property in a locked filing cabinet or storage closet, and directing volunteers to do so. This includes, but is not limited to, purses, wallets, briefcases, or backpacks, and cell phones

Adult program participants, including staff, are strongly discouraged from bringing bottles of medicine, over-the-counter prescription, or sizeable sums of cash to the center. Only the dosage of medication needed while at the center should be brought in a labeled container, secured in a locked cabinet or storage closet.